

Education Coordinator 1 FTE (40 hours/week)

SUMMARY

The Education Coordinator will work in collaboration to provide leadership that strengthens and maintains the relationship between all internal and external partners for the goal of delivering high quality services for Head Start families. The Education Coordinator works to ensure that the program meets Head Start Performance Standards, and that MN Rule #3 licensing guidelines are met and documented. The supervisor is involved in the hiring of employees, responsible for the training and supervising the Education Supervisors and Mentor Coaches, as well as the management and daily operations of the Education and Special Need components of the program.

ESSENTIAL FUNCTIONS -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:

- Provides leadership to ensure delivery of a highly integrated birth to five Early Childhood program for families, providing increased School Readiness outcomes, which includes the Head Start Performance Standards and MN Rule 3 licensing regulations.
- Hire, supervise, and train Education Supervisors and Mentor Coaches; as well as identify and provide training as needed.
- Oversee the hiring, training, and onboarding of new teaching staff.
- Provide support to staff with day-to-day functions and mentor supervisors/coaches that need support.
- Provide leadership to the Mentor Coaches and monitor and support coaching strategies for compliance.
- Review and monitor data for program planning.
- Assures paperwork is completed in an accurate and timely manner.
- Assist in the coordination, planning, and evaluation of education and curriculum goals- Curriculum Fidelity and consistency across centers.
- Manage the development of effective services and data tracking for children with suspected or diagnosed disabilities and/or mental health concerns, and ensure the program is operating within compliance of the Head Start Performance Standards.
- Monitor and provide CLASS observations, work with team to create goals for instruction and ongoing monitoring.
- On a monthly basis, participate and provide relevant information and data at Coordinated Services Meetings.
- Plan and facilitate monthly Education Team meetings.
- Participate in the development and annual review of Head Start program plans, policies and procedures and monitor to ensure staff are aware, trained and supported to incorporate these into their work.
- Order and maintain supplies and curriculum materials.
- Attend appropriate local and state trainings, meetings and network groups to stay informed of new initiatives and trends in Head Start.
- Builds professional work relationships; fosters a teamwork approach regardless of role or level of interaction.
- Provide information for budget development and implement resources with fiscal integrity.
- Provide volunteer management, training and evaluations.
- Implement new services within the program area relevant to the needs of Head Start.
- Develop and monitor effective systems for service delivery including documentation, training, monitoring, and reporting.
- Communicate regularly with staff to plan, reflect, share information and ideas, build skills and problem solve.
- Identify, establish and maintain relationships and collaborations with community agencies for

resources, referrals and recruitment opportunities for the Head Start and Early Head Start

- Work collaboratively with internal and external programs and partners.
- Ensure compliance with federal, state and local regulations
- Other duties assigned by Supervisor

MISION DRIVEN COMPETENCIES

- Fostering Teamwork
- Continuous Improvement
- Communication
- Building Collaborative Relationships
- Customer Centered
- Analytical Thinking
- Use of Technology and information management

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in early education or related baccalaureate degree with equivalent coursework in Early Childhood education. Previous management and supervisory experience preferred. Experience working with diverse populations. Knowledge of Head Start, early childhood education, child development and educational settings. A desire to serve and work for the benefit of children and families.

Knowledge of:

- Principles and practices of administrative management, including budgets, accounting, purchasing, customer service and employee supervision.
- Legal, ethical and professional rules of conduct for employees.
- Principles and practices for long and short-range planning, performance management, process management and continuous improvement.
- Local community resources, regional community service programs, and regional training programs.
- Personal computers, utilizing software applications and procedures.
- Principles of record keeping and records management.
- Knowledge of policies, procedures and regulations covering specific areas of assignment.
- Rules and regulations of Head Start and other governing agencies.
- Local community resources and regional community services programs
- Personal computers utilizing standard software
- Safety rules and regulations

Skill in:

- Reading, interpreting, understanding, and applying federal, state, and local rules and regulations and CAP Agency policies.
- Developing administrative and program plans and procedures.
- Analyzing problems and resolving disputes with recommended solutions.
- Managing staff, delegating tasks and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands
- Communicating effectively with adults.
- Establishing and maintaining cooperative working relationships with co-workers, community members, Government agency representatives and clients.
- Effective verbal and written communication.
- Mentoring/Coaching
- Leadership

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Minnesota State Driver’s License, proof of insurance and review of Motor Vehicle Record (MVR) report is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment in combination with home visiting, which requires lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects and home visiting supplies frequently. Mobility to drive a motor vehicle in order to attend meetings and home visits. A job in this category may require walking or standing to a significant degree or may involve sitting on the floor with children and parents. Work includes computer skills and cell phone usage including texting.

ORGANIZATIONAL INFORMATION

Grade: E-2
FLSA Status: Exempt
Department: Head Start

AFFIRMATIVE ACTION POLICY: Scott, Carver, Dakota CAP Agency will not deny anyone the opportunities for training or employment because of sex, race, religion, color, creed, national origin, marital status, age, sexual preference, disability or status with regard to public assistance.

The Scott Carver Dakota CAP Agency is an Equal Opportunity/Affirmative Action employer and is committed to building a culturally diverse workforce

Education Coordinator

Date

Mission Driven Competencies

Organizational Excellence: All agency employees can help maximize the quality of our customer service through continuous improvement of our processes, commitment to finding better ways to do things, and working together to accomplish this.

1. **Fostering Teamwork:** As a team member, the ability and desire to work cooperatively with others on a team; listens and responds constructively to other team members' ideas. Offers support for others' ideas and proposals. Provides assistance, information, or other support to others, to build or maintain relationships with them.
2. **Continuous Improvement:** The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change. Proposes new approaches, methods, or technologies.
3. **Analytical Thinking:** The ability to tackle a problem by using a logical, systematic, sequential approach. Weighs the costs, benefits, risks, and chances for success, in making a decision. Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail.

Marketing and Communications: By reaching out as passionate ambassadors of CAP, all agency employees can help connect more clients to our programs and energize more volunteers to support our efforts to serve our clients.

4. **Communication:** The ability to ensure that information is passed on to others who should be kept informed. Ensures that important information is shared with others. Shares ideas and information with others who might find them useful. Uses multiple channels or means to communicate important messages (e.g., memos, newsletters, meetings, electronic mail). Keeps his/her manager informed about progress and problems; avoids surprises. Ensures that regular, consistent communication takes place. Is responsive, receptive and follows up to communication received.

Diversified Fund Development: All agency employees can help fund our mission by developing and cultivating new or existing Agency relationships leading to increased donations to improve our customer service and program offerings.

5. **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support. Takes time to get to know coworkers, to build rapport and establish a common bond.
6. **Customer Centered:** Creates and maintains an environment that provides customers/clients with desired services and outcomes. Combines experience, insight, and data to determine how to best exceed customer and client needs. Ensures to deliver exceptional customer/client value, service and support.

Technology and Information Management: By supporting the Agency's efforts to expand the use of technology to simplify and streamline our daily work, all agency employees can help provide our clients with the highest quality customer service possible.

7. **Use of Technology and Information management:** Supports the agency's efforts to expand the use of technology, understands and uses current technology appropriately for job functions, learns and utilizes new technology and leverages technology to assist with efficiency within position to assist our agency with providing the highest quality customer service possible.